



## Module 2 - CIP Website

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### SLIDE 1

Welcome to a demonstration of the redesigned CIP website. We're sure you'll find it easy to use, but to get you started, we'd like to walk you through its many features.

### SLIDE 2

Let's begin with a look at the CIP 2010 homepage <http://nces.ed.gov/ipeds/cip2010>. You'll find two items here that are repeated on every page: the primary navigation bar (highlighted in green) found at the top and containing the IPEDS logo, and the secondary navigation bar (highlighted in blue) found just below that. The homepage also contains a brief description of the CIP, a "Start Here" section, and descriptions of - and links to - the CIP Wizard and the CIP Selector. In sum, the CIP homepage offers easy access to every feature on the CIP website.

### SLIDE 3

The primary or top navigation bar is found on every page in the CIP website. From here, the user can always link to the main IPEDS website or link back to the CIP homepage. This navigation bar will also take you to the CIP Wizard, the CIP Selector, the Help page, and contact information for NCES.

### SLIDE 4

Immediately below the top navigation bar is a secondary navigation bar. From here, you can browse the CIP, search the CIP, crosswalk CIP 2010 with CIP 2000, access online and downloadable resources, and look up a specific code using the Quick CIP.

### SLIDE 5

On the homepage only, the "Start Here" section provides additional links to commonly used features. This includes the Browse, Search, and Crosswalk features that are found on the secondary navigation bar. In addition, the "Start Here" section contains direct links to pages displaying all new, deleted, and moved codes. By the way, these last three links are simply shortcuts to reports that users can also generate using the Search function.

### SLIDE 6

Now we'd like to take a closer look at the specific features on the CIP website. We'll start with the Help function.

### SLIDE 7

Remember, help is always available. If you know what you want to do - but don't know where to find it - you've come to the right place. Just read down the list of common functions in the "Getting Started" section, and click on the feature to its right. For example, if you want to see detailed information on a specific CIP code, click on "Quick CIP." If you want to download documents, click on "Resources."

The Help page contains other resources as well. You can download a PDF version of the Help Documentation - more than 100 pages worth. Or you can read the same information online by

clicking on “Next” and following through the pages. The side navigation bar on the Help page also contains links to “Answers to Commonly Asked Questions” and “FAQs.”

#### SLIDE 8

If you have questions about the CIP website and want to contact NCES, click on “Contact NCES” on the top navigation bar.

#### SLIDE 9

This page contains an e-mail link for information on the CIP website or its content as well as a phone number for the IPEDS Help Desk.

#### SLIDE 10

Remember that the CIP is organized on three levels. The 2-digit series represent the most general groupings of related programs, the 4-digit series are intermediate groupings of programs, and the 6-digit codes represent specific instructional programs that are used for reporting on the Completions Survey. Suppose you’re interested in a broad overview of the entire CIP structure, or maybe an overview of a particular series. The Browse function provides a complete listing of all codes in CIP 2010, organized by series. Just click on “Browse all CIP Codes” on the CIP homepage or on “Browse” in the top navigation bar on any page to look through a list of codes.

#### SLIDE 11

The initial view of the Browse screen shows a full listing of 2-digit series code numbers. Note the highlighted plus icon ( + ) next to series 01. Clicking on that icon will expand series 01 to show the entire list of 4-digit series codes found here. Clicking on the plus icon next to a 4-digit code will then expand that series to show the entire list of 6-digit codes within that series. Once a series is expanded, a minus icon appears next to the series number. Clicking on this icon will collapse these codes.

#### SLIDE 12

You will find it quite easy to expand and collapse series as you browse the CIP. Suppose you are interested in learning more about agricultural business programs. You would expand the agriculture series which would reveal series 01.01 “Agricultural Business and Management.” You would then expand series 01.01, which reveals several 6 digit codes. CIP Code 01.0103 “Agricultural Economics” catches your attention. Click on it for more information.

#### SLIDE 13

You are now looking at the “Detail for CIP Code 01.0103” - “Agricultural Economics.” We’ll be referring to the “detail” page often, so let’s review the information that’s included. The top section lists the CIP code number, program title, and definition. Any cross-references - labeled “See also” - are listed here with links to these codes. Examples are listed next. Finally, under the heading “Browse,” the entire 2-digit series containing this code is shown in expanded form, with this code highlighted. You may continue to browse this series from here, but you’ll need to return to an earlier screen to explore a different 2-digit series.

One more thing: you can print the detail page by clicking on “Print” in the upper right corner.

#### SLIDE 14

Now let's turn to the Search feature which you can reach by clicking on "Search CIP Codes" on the homepage or on "Search" in the top navigation bar on any page. Search allows you to specify criteria to search for codes of interest to you.

#### SLIDE 15

Here's what the Search screen looks like for a simple search. There are five criteria that users have the option to specify. These work together to provide the search results. Let's see what this user is searching for.

The first option is to specify words in the "Search Term" field. In this case, the user has entered "chemistry." If nothing is entered here, all codes meeting the remaining criteria will result. The second option is to indicate where you would like to look. Here the user would like to search as widely as possible - indicated on the "Search Within" option by checkmarks next to Title, Definition, and Examples. By the way, the default screen has these items checked so the user didn't modify anything here. Under 2-digit series, the user chose "14 ENGINEERING" from the drop-down box. This will definitely narrow down the search. On the next line, only "6-digit code" is checked. This means the user has "unchecked" "2-digit code" and "4-digit code" which are checked on the default search. The last line indicates that the user is interested in new codes only. Again, the user has removed the other checkmarks. To summarize, this is a search for new 6-digit engineering programs that involve chemistry in some way. Interesting! Now click on "Show Results."

#### SLIDE 16

Let's walk through the results page from the previous search screen.

A "Summary of Search Criteria" is provided in the upper left section of the screen. This will remind you of the choices you made in setting up your search.

The "Action Legend" in the upper right corner refers to the "Action" column below. These icons are used throughout the CIP, so let's take a moment to review them. The star icon refers to new codes that did not exist in the previous version of the CIP. The "x" icon indicates a deleted code. The right arrow is the "moved to" icon. This is the new location where this CIP code is found. The left arrow is the "moved from" icon. This indicates where the code was found in CIP 2000. The hash mark icon is the symbol for "No Substantive Changes." This means the code was retained in the same location between 2000 and 2010, but there may have been a change to the title, definition, or both, as indicated by a checkmark in the "Text Changed" column.

Now let's look at the results section of this page. The number of results found is listed just above the grid at the left, as is the number of pages. Now reading from left to right, the first column is the "Text Changed" column. A checkmark will appear here if the title and/or definition underwent a notable change relative to the previous version. The "Title & Definition" column lists all programs that meet the search criteria. The "CIP Code" column lists the obvious - the CIP code. If the "Action" icon is "moved from," this number will appear in parentheses. If the "Action" is "deleted," the number will appear in square brackets. The next column, "Moved To/Report Under" lists the current location of a code that has moved. For 6-digit codes that have

been deleted, this column may contain a code where the program should be reported in 2010. The final column - "Moved From" - lists the former location of a code that has moved. Note that if the code remained in the same location, the last two columns will be blank.

You can print the results or export them as an Excel file by clicking on the links just above the search results grid on the right.

#### SLIDE 17

Now let's move to a more complex search. You're interested in identifying programs that combine mathematics and statistics. You've already discovered that there are 45 records that contain the word "mathematics" and 37 records that contain the word "statistics," and you'd like to avoid reviewing all these descriptions. The Search function allows users to enter more than one search term, separated by commas or spaces, and it will return a list of records that contain all the terms. Let's see what happens when we enter "mathematics" and "statistics."

#### SLIDE 18

The top of the results page, shown here, indicates that 11 records were found. This turned out to be a real time saver that got you the information you need more quickly than would a simple search.

#### SLIDE 19

Advanced searches provide the user with additional ways to enter search terms. The highlighted box in the top screen shows the link to the "Advanced Search" feature. Clicking here links to the bottom screen.

Note the four options for entering search terms provided in the "Advanced Search" feature. "All of the words" works the same way as the simple search function. Resulting records will contain each word entered here, and location or order of the words doesn't matter. "Exact phrase" works differently. In this case, the entire text must be matched exactly in the search results, except for punctuation. "At least one of the words" is a third option. This produces the most inclusive list since only one of the terms need be present for the record to be found. Finally, "None of the words" is the last option, used to narrow down searches that produce too many results. This option must always be used in conjunction with one of the other options. We'd like to show you what happens when we try different options using the search terms "business" and "management." Keep in mind that there are 211 records that contain the word "business" and 445 records that contain the word "management."

#### SLIDE 20

Using the "all of the words" option produces a list of 83 records. Is this what you are looking for? The exact phrase "business management" finds only 30 records. Is this too narrow? The "at least one of the words" options produces a huge list of 573 records. This can't be useful. Maybe you need to go back to your first search, but narrow it down using the "none of the words" option. For example, eliminating programs that include "accounting" reduces the number from 83 to 70 records.

### SLIDE 21

Now let's turn to the "Crosswalk" feature. To learn what happened to CIP 2000 codes, click on either of the highlighted links to view a side-by-side comparison of the CIP 2000 and the CIP 2010.

### SLIDE 22

The default option on the Crosswalk page is "All Codes." This option maps the entire CIP 2000 to the CIP 2010. You can also choose to examine a single 2-digit series, or look at a specific 2-digit, 4-digit, or 6-digit code. Click on "Show Results" to view the crosswalk.

### SLIDE 23

Let's look at an example. Series 23 was re-organized in CIP 2010, and the results page shows what happened. Moving from left to right, the first two columns show code numbers and titles from CIP 2000 in numerical order. Next, in the "Action" column, all CIP 2000 codes have an Action icon; as before, the Action Legend above the grid explains the icons for "No Substantive Changes," "New," "Deleted," "Moved to," and "Moved From." The next column indicates text changes. A checkmark in this column means that the CIP title or definition was changed. The last two columns provide current information from CIP 2010. For codes found in CIP 2010, the current CIP code and title are given. For codes that were deleted, the old CIP code and the word "Deleted" appear; one or more codes may be listed as correct alternatives to use. In all cases, users may click on the code number to link to the Detail page for that code.

For example, this page tells us that former code 23.1101 "Technical and Business Writing" was moved and the text was changed. The new code number is 23.1303 and the new title is "Professional, Technical, Business and Scientific Writing." The former code 23.0401 "English Composition" was deleted. The far right column suggests that these programs should be reported under 23.1301 "Writing, General."

### SLIDE 24

Now let's discuss the Resource section found on the CIP website. This feature provides links to online information and downloadable documents. There is information pertaining to CIP 2010 as well as archived and historical information.

### SLIDE 25

This is the top half of the Resources page. This portion contains information related to CIP 2010.

The "General" section contains an introduction to the CIP, acknowledgements, and the help file. By now, you are very familiar with items in the next section - "Online" resources. It is the "Download" section that will be of particular interest to many CIP users, particularly those who are accustomed to having a print version of the CIP. It is here that users can download a complete Word version of the CIP, an Excel version of the CIP, and an Excel version of the 2000-2010 Crosswalk.

### SLIDE 26

Here is a section of the CIP Word file. Similar to previous versions, CIP codes are listed in numeric order by CIP code number. In addition to current information, this file contains

references to deleted codes and former locations of moved codes. For each entry, the code number and title are in bold text, followed by action information. If applicable, the phrase “CIP Title or Definition Changed” in italics follows. The full definition is given, followed by examples and cross-references where provided. For deleted codes, “report under” information is provided.

#### SLIDE 27

This is the bottom half of the Resources page. There are links to online information about prior versions of the CIP. Downloadable files are also available.

#### SLIDE 28

Moving along, the “Quick CIP” is a feature all users will want to know about. If you have a CIP code of particular interest, this feature allows you to quickly view the Detail page from anywhere on the CIP website. Simply enter a 2-digit-, 4-digit, or 6-digit code and click on “Go.”

This completes our demonstration of the redesigned CIP website. For information on how to use the CIP Wizard and the CIP Selector, please view the separate demonstrations of each of these web tools.